

U.S. Embassy Rabat ✧ Human Resources Office
Vacancy Announcement
INL Program Manager
Announcement Number: 14-64

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: INL Program Manager

OPENING DATE: Wednesday, October 15, 2014

CLOSING DATE: Wednesday, October 29, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: \$56,887 p.a. (Starting Salary based on 40 hours)
(Position Grade: FP-05 following confirmation by Washington)

*Ordinarily Resident: DH 332,654 p.a. (Starting Salary based on 40 hours including allowances, competitive bonus and benefits package. U.S. Mission will withhold from your gross salary employee's portion of the CNSS and CIMR contributions, health/life/disability insurance contributions as well as all tax obligations as imposed by the US and/or host country governments)
(Position Grade: FSN-10)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Rabat is seeking an individual for the position of International Narcotics and Law Enforcement (INL) Program Manager.

BASIC FUNCTION OF POSITION:

The incumbent works under the direct supervision of post's International Narcotics and Law Enforcement (INL) Director. In the absence of the INL Director, the incumbent reports to the INL Project Manager, occupied by an American Eligible Family Member, or the Political Counselor. The incumbent is responsible for:

- Planning, scheduling and organizing INL-sponsored judicial reform, corrections, counter-narcotics and law enforcement (LE) training projects and conferences held in Morocco;
- Serving as senior project manager for a specific portfolio of programs;
- Ensuring that all requirements for implementation of training projects are met through on-going and post-project evaluations, and that implementation properly adheres to the applicable Framework Agreement and Annexes with the Government of Morocco or the applicable project plans submitted by an IO, NGO, or U.S. Government entity, as well as the overarching INL Morocco Program Plan;
- Monitoring and maintaining records of all transactions, payments, and expenditures for assigned INL projects in Morocco;
- Managing INL issues on a day-to-day basis in a proactive manner;
- Assisting officers in identifying appropriate contacts and making appointments. Accompanies officers, including the Ambassador, on calls when requested;
- Preparing reporting material as directed and on his or her own initiative;
- Translating and interpreting as deemed necessary;

- Drafting and reviewing input for major reports and documents including but not limited to Amended Letters of Agreement, End use Monitoring Reports, INL Rabat funding requests for proposed projects, diplomatic notes and letters to Moroccan ministries, and invitational travel orders;
- Supervising INL-funded personnel in Morocco, including TDY personnel in-country, contractors, and other personnel as requested; and
- Other duties as assigned by the INL Director.

QUALIFICATIONS REQUIRED

NOTE: *All applicants **must** meet all qualifications and provide supporting documentation for each criterion below.*

Education: University degree in law enforcement, justice, law, or comparative law is required.

Experience: Five to seven years of progressively responsible experience preferably in the field of justice or law enforcement including program management functions or closely related field is required.

Language: Level 4 (fluency) in English, Arabic and French is required.

Knowledge:

-Thorough understanding of U.S. government regulations including procedures regarding procurements and payment for services is required.

-Knowledge of U.S. Government travel guidelines to various countries in the region and to the U.S. is required.

-A clear understanding of U.S. foreign policy and objectives vis-à-vis the host country concerning law enforcement, justice, corrections, and border security is required.

-A thorough understanding of the goals and the mission of the INL Morocco Program is required.

-Thorough knowledge of the host country political, legal, social, economic, and religious systems, including government and administrative practices, law enforcement procedures and institutions, etc. are required.

Skills and Abilities:

-Must possess excellent oral and written communication skills and exercise professionalism when communicating with individuals within and outside the U.S. Mission.

-Must be able to multitask and complete projects on time, work independently, and make sound decisions.

-Must be able to deal effectively with persons within and outside the U.S. Mission, and must demonstrate confidence and professionalism in order to gain cooperation.

-Must be able to provide translations and interpret Moroccan Arabic, French, and English.

-Must be able to exercise diplomacy and tact in dealing with local officials and other Embassy and Consulate officers as required.

-Must be able to develop and maintain an extensive range of high level and working-level contacts.

-Good working knowledge of computer programs such as Word & Excel is required.

SELECTION PROCESS

When equally qualified, U.S. Citizen EFMs and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Current Ordinarily Resident employees must serve in the same position for a period of 52 weeks before being eligible to apply for advertised positions.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

1. Application for Employment as a Locally Employed Staff or Family Member, DS-174
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., education diplomas, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION

- a) By mail to: Human Resources Office
Attention: Vacancy Announcement 14-64
Address: 2 Avenue Mohamed El Fassi (ex-Marrakech), Rabat
- b) By e-mail: RecruitmentRabat@state.gov

Important: If your application has been selected for further consideration, you will be contacted within 3-6 weeks from the closing date of this vacancy announcement for further testing and/or interview.

***DEFINITIONS**

1. U.S. Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a U.S. Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).
- Does not have the right to establish residency in the host country.

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

The U.S. Mission in Morocco provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

The department of State strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.